PLACEMENT REPORTING

High schools report CTE placement data to the ADE annually. The **Placement Report** is a report initially submitted by April 15 with corrections due at the end of the school year by June 22. This report includes names and other relevant information for:

- CTE concentrators reported as high school graduates on June 22 the previous year
- Active programs listed in a school's Program Profile Table or inactivated programs that have an Inactive date of April for the previous year (a school's Program Profile Table is accessed on the ADE CTE website at http://www.ade.az.gov/PerfMeasures/splash.asp)
- Students with fewer than two Carnegie credits/units (CTE samplers) in a CTE program

  Note: In September 2000 the Arizona State Board of Education recommended removing high school students with only one Carnegie Unit/credit (samplers) from the state placement funding. In February 2001, the Advisory Committee to the State Board for CTE approved a motion to discontinue funding for course samplers for the graduating class 2001. When the legislature approves the recommendation, these students will no longer earn state placement funding. As of the publication date for this Handbook, such placements are earned at .05 of the rate of a program concentrator.

The placement information is the data used to calculate local and state performance on the Arizona Performance Measure 5S1 Secondary Placement. Reported placement information includes:

- Unique county, school type, district, and school number (CTDS)*
- Name of School*
- Fiscal Year*
- Classification of Instructional Program (CIP) program number*
- Student's name*
- Student's birth date*
- Gender*
- Student's address
- Designation of student as a concentrator* or sampler
- Contact Type
- Leave Code*
- Federal/State record indicator
- ICTEP Participation Information**
- Religious Mission Information
- Placement Information for School/Apprenticeship, Military or Employment
- Who Completed the Survey Form

NOTE: Fields marked with * are automatically copied from the federal concentrator record submitted the previous year. If a new duplicate placement record is added for a student with an existing record, these fields must be entered on the new placement

record. If a new sampler record is added for a student who does not have a concentrator record, these fields must be entered on the placement record.

Additional information for students reported in employment placements includes phone number, fax number, and the name of the supervisor.

Values for Placement Reporting Elements

CTDS – The CTDS number (<u>C</u>ounty Code, <u>T</u>ype Code, <u>D</u>istrict Code, and <u>S</u>chool) is a unique number assigned by the state and can be obtained from the ADE web site's school search at <u>http://www.ade.az.gov/edd/</u>. The number must be accurate to ensure data is correctly credited to the school when either funding or performance results are calculated. A complete list of the CTDS numbers participating in CTE reporting as of the publication date for this Handbook can be found in the section CTDS Numbers.

Name of School – The name of the school assigned the reported CTDS number.

Classification of Instructional Program (CIP) Program Number – This is the U.S. Department of Education's uniform numbering and classification system of educational programs. Six-digit CIP program numbers for all Arizona CTE programs can be found in the section "CTE Program List."

Fiscal Year – Refers to the July 1 through June 30 fiscal year reporting period, e.g. July 1, 2007 through June 30, 2008 is referred to as FY 2008.

Demographic Information

Student Name – The first name, middle initial, and last name of the student. The middle initial is optional. This information is copied automatically from the concentrator record entered the previous year. This information must be entered for new duplicate placement records. This information must be entered for new sampler records.

Student Birth Date – The month, date, and year of the student's birth reported in the format MM/DD/YYYY, e.g. 08/16/1988. Only years in the range 1993 – 1985 are considered valid birth years for concentrators at the time this Handbook is published. This information is copied automatically from the concentrator record entered the previous year. This information must be entered for samplers.

Gender – Identifies the concentrator as male or female. This information is copied automatically from the concentrator record entered the previous year. This information must be entered for samplers.

Address – The verifiable street, city, state and zip code address in the event the placement information is reviewed for monitoring or accuracy purposes. General Delivery and names of cross streets are not considered valid addresses for this purpose. Addresses are required for student contact information and employer contact information if the student is reported to be employed.

Phone – The verifiable student contact phone number in the event the placement information is reviewed for monitoring or accuracy purposes.

Student Type – Identifies the student as a concentrator or a sampler. Only concentrators are counted in the Performance Measure 5S1 Placement calculations. Concentrators and samplers are only used in state funding for related placements. This Student Type information is copied automatically from the concentrator record entered the previous year. This information must be entered for samplers.

Contact Type – Identifies, by selecting the answer "in person," "mail," "phone," or "other," how the placement survey information was collected. If "other" is selected, the type of contact must be explained in the "If OTHER please specify" text box.

Leave Code – Identifies the student as graduating the previous year. Placement is only reported for high school graduates. This information is copied automatically from the concentrator record entered the previous year. This information must be entered for samplers.

Federal/State Record Indicator – The first concentrator record entered for a student, or any duplicate concentrator record identified by the school as the "federal" record, is included in the Performance Measure 5S1 Placement calculations. Any duplicate concentrator records entered for the same student are designated "state" records. State records are used only in state placement funding calculations when the placement is related to the concentrator's high school CTE program of study.

ICTEP Participation Information

The Individualized Career and Technical Education Plan (ICTEP) is required for each CTE student who is reported as a member of a special population category and who is receiving special services in order to succeed in his/her CTE program. In the event a student is eligible in more than one category, select the one that most appropriately defines the need for services. An acceptable ICTEP is a written plan that specifies the following:

- Eligible category in which services are provided to this student
- Student's goals, strengths, and weaknesses
- Services required to reach those goals
- Person or agency assigned to provide the service and
- Student's performance level after receiving the services.

Sample services/modifications/accommodations for ICTEP students include the following: smaller classes, modified classroom or equipment, tutoring services, alternative assessment instruments or strategies, and/or additional time for completion of tests and assignments.

Religious Mission Information

Are you returning from a Religious Mission – Defaults to "No" if information is not entered. The "Yes" option allows schools to report placement for students who return after serving a one-year or a two-year period of time on a religious mission. If the "Yes" option is selected, the "What year did you graduate?" field must be answered in order to locate the student's concentrator record. This information must be manually retrieved from the correct year in the database and the pertinent information copied to the new placement record in the current year database.

Placement Information

All high school CTE graduates are contacted in a follow-up survey in the second quarter following graduation to determine their current placement status. For a May graduate, the follow-up contact period occur between October through December. Placement records will be entered by April 15. No placement records are added after June 16. The student's placement status at the time of contact is reported on the CTE placement survey. The placement survey reports three types of placement:
- School/Apprenticeship
- Military
- Employment

A student may be reported in as many placements as are applicable to the student's circumstances at the time the student completes the survey.

Placement Report Information

Placement Survey Completed Data – The date the record is submitted is entered automatically by the system in the format MM/DD/YYYY, e.g. 04/12/2007. This is a **read-only** field.

Submit – Clicking on the submit button sends the information from the school's data entry computer to the CTE online database. Messages regarding any errors in the placement record will be returned immediately to the school's data-entry computer. Possible errors include blanks in required fields (e.g. Student first and last name is required) or invalid values in required fields. If no errors are detected, a "There were no errors saving this record" message appears prompting the data entry computer to click the "Finish" button for the concentrator record. After clicking "Finish," the placement record appears on the list of placements and is available to view or modify.

Process for Reporting CTE Placement Surveys

Choose method of submitting concentrator information:
- Online
- Text file

The process for online reporting follows on the next page. The process for text file reporting follows.

Process for Online Placement Reports

Step 1 Access the online system http://www.ade.az.gov/PerfMeasures/splash.asp. The online system requires a district to Login with a unique CTE-assigned UserID and Password to the Performance Measures system. Online user manuals for login and for entering placement records and are found at http://www.ade.az.gov/cte/DIG/ "Logging into the System" and "Entering Placement Survey Info."

Step 2 Select "Placement" on the left side of the page.

Step 3 Choose a school either by name from the drop down box or select a school CTDS from the drop down box. Every task during the login session will apply to this selected school, unless another school is selected.

Step 4   Confirm the system has responded with the school selected by checking the name in the upper left hand corner. If the selected school is incorrect, use either the "Click Here to Change" link or the "back" button to return to the school selection screen.
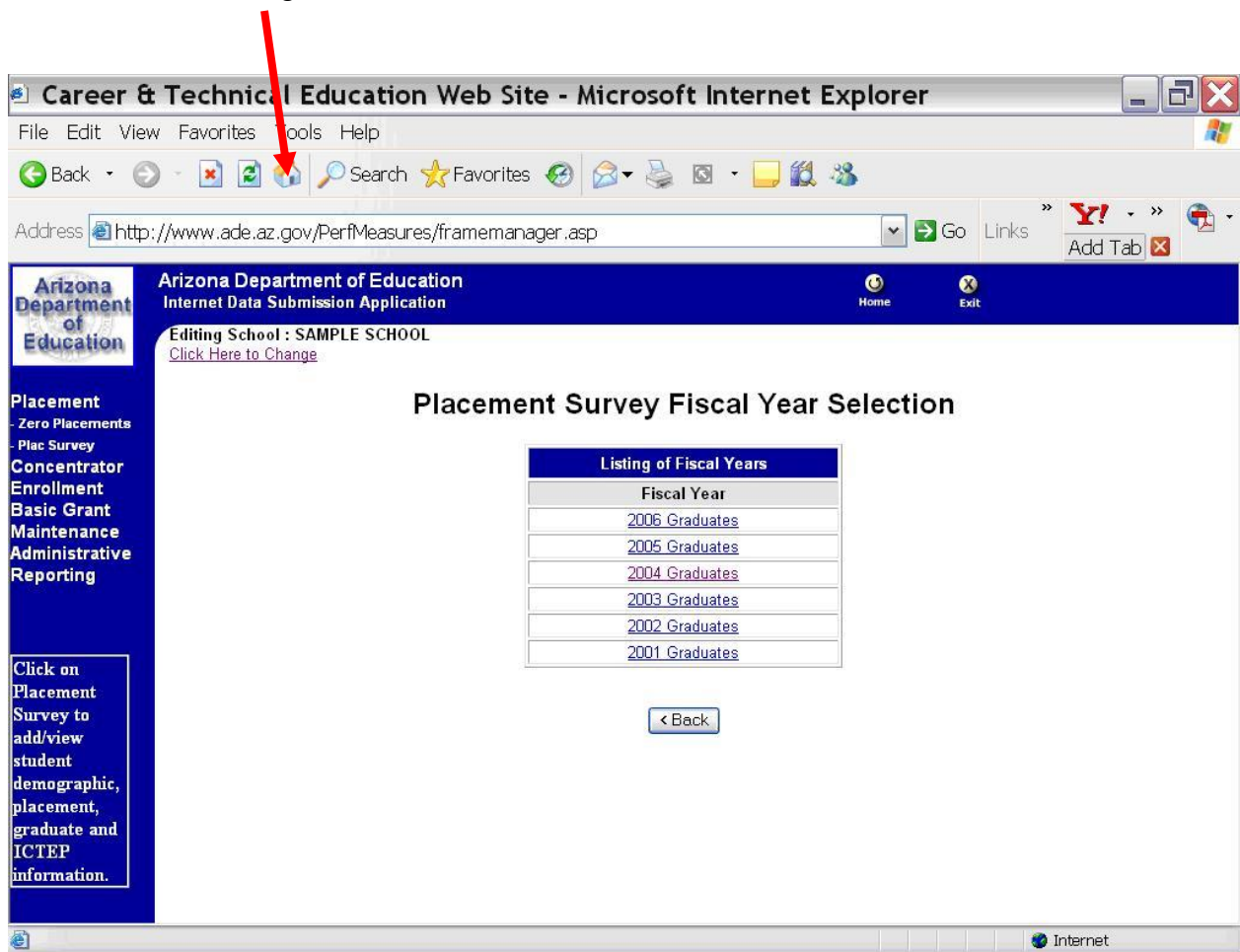
Step 5   To enter placement survey information, click on the current year at the top of the listing of Fiscal Years.

Step 6 The list of placement records will appear. Click on either the "View" or "Modify" column of the record to view or modify an existing placement form.

2006 Graduate Placement Survey Forms

To complete Placement Information, click on Modify next to the appropriate Student Name.
Click here to Add to complete Placement Information for a student that does not appear in the listing.
When the Placement information is complete, the current date will appear in the Updated box.

When you are done entering all students,
Click Here When Finished:

Finish

Legend
TP = Tech Prep
F/S = Federal/State Record Indicator
C? = Completer?

Surveys for 12-34-56-001 - SAMPLE SCHOOL						+ **Add New Record**	
Last Name	**First Name**	**Program**	**TP**	**F/S**	**C?**	**Action**	**Updated**
Legge	Penny	Accounting and Related Services		F	Y	View | Modify	2/2/2007
Roberts	Jeanne	Accounting and Related Services		F	Y	View | Modify	

Step 7 To enter a new placement record, click on "Add New Record"

Surveys for 12-34-56-001 - SAMPLE SCHOOL						+ **Add New Record**	
Last Name	**First Name**	**Program**	**TP**	**F/S**	**C?**	**Action**	**Updated**
Student	Joe	Accounting and Related Services		F	Y	View | Modify	2/2/2007
Student	Jill	Accounting and Related Services		F	Y	View | Modify	

Step 8 Respond by clicking "Yes" to the message screen.

New Secondary CTE Program Graduate Placement Survey

You are going to Enter Placement Information When No Concentrator Information Exists.

Are you sure ?

Yes   No

Step 9 Select a program either by selecting a program name from the drop down box or select a program number from the drop down box. Click on the Submit button.

(continued on next page)

Step 10 Enter data for the Demographic Information section including name, gender, address, phone, student type, contact type, and leave code.

2006 Graduate Placement Survey Forms

Placement Information		
CTDS	**School Name**	**Fiscal Year**
12-34-56-001	SAMPLE SCHOOL	2006
Program		**Description**
12.0400		Cosmetology

Demographic Information		
Student Name (First, Last)		
Student Birthdate		
Gender	▾	
Address		
Address Cont		
City		
State	Arizona ▾	**Zip**
Phone (Optional)	( ) -	
Student Type	-Select Student Type- ▾	
Contact Type	In Person ▾	**If OTHER please specify**
Leave Code	Graduated ▾	**SAIS ID Number**

Step 11 Enter data for the ICTEP Participation Information section. The selection defaults to "Non-ICTEP" if no information is entered.

ICTEP Participation Information
At Graduation this student was receiving ICTEP services in category:

Step 12 Enter data for the religious mission information if applicable and Enter data for the graduation year. The selection defaults to "No" if no information is entered.

	No	Yes
Are You returning from a Religious Mission?	⦿	○
If Yes, What year did you graduate?	-Select- ▾	

Step 13   Enter data for the Placement Information section, selecting all answers that are applicable to the student's situation. For School/Apprenticeship answer both questions. The selection defaults to "No" if no information is entered.

If the student is enrolled, select the name of the school from the drop down box. If the name is not in the drop down box, type it in the space provided.

Placement Information (Please check all that apply)		
School/Apprenticeship		
	No	Yes
Are you enrolled in SCHOOL or enrolled in an APPRENTICESHIP PROGRAM?	●	○
Does your program of study relate to your high school CTE program?	●	○
Post Secondary School	-Select a School- ▼	
If the School is not in the list, Type it in here		

Step 14   For the Military section answer both questions. The selection defaults to "No" if no information is entered.

If the student is enlisted, select the name of the military branch from the drop down box.

Military		
	No	Yes
Are you in the MILITARY?	●	○
Does your job directly relate to the skills learned in the program listed above?	●	○
Military Branch	-Select a Military Branch- ▼	

Step 15   For the employment section answer both questions. The selection defaults to "No" if no information is entered.

If the student is employed, enter data for the employer name and the verifiable street address of the employer in the event the placement information is reviewed for monitoring or accuracy purposes. General Delivery and names of cross streets are not considered valid addresses for this purpose. Employer phone, fax, and supervisor name are optional fields and remain blank if no information is entered.

Working		
	No	Yes
Are you WORKING?	⦿	○
Does your job directly relate to the skills learned in the program listed above?	⦿	○

Employer Name	
Address	
Address Cont	
City	
State/Province	Arizona ▾ Zip
Phone (Optional)	( ) -
Fax (Optional)	( ) -
Supervisor Name (Optional)	

Step 16   Enter data for the identity of the individual completing the survey form. If the answer is not "Family member" or "Graduate" type the identity in the space provided.

Form Completed By
-Choose One- ▾   If OTHER, please specify

Step 17   Click on Submit to add the record.

Placement Report Information
Placement Report Completed Date   03/05/2007

You must hit the submit button to save any changes made

Submit   Cancel

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Step 18   Check for error messages, such as the sample message below.

2006 Graduate Placement Survey Forms

Placement Information		
CTDS	**School Name**	**Fiscal Year**
12-34-56-001	SAMPLE SCHOOL	2006

Program	Description
12.0400	Cosmetology

Demographic Information		
Student Name (First, Last)	Joe	Student
Student Birthdate	08/10/1989	
Gender	Female ▾	
The student's address must contain numbers		
Address	one main street	
Address Cont		
City		
State	Arizona ▾	**Zip** 85000

Correct any errors and repeat clicking on the Submit button.

Step 19   Click on Finish if there are no errors in the placement record. The record will be added to the database, the student name will appear on the placement list, and the information can be viewed or modified on the placement record.

Placement Survey	
There were no errors saving this record.	Finish

Step 20   Modify or add additional placement records for all programs at this school. The summary page (placement list) will continue to grow as placement records are added. Placement records can be entered in any order. The list will automatically sort placement records by the CTE program CIP number, starting with the lowest CIP.

Step 21   When done modifying/adding all students, click the "Finish" button below the text "Click Here When Finished".

Clicking the "Finish" button will cause the programs in the school's current year course enrollment to be compared to programs in the placement list.

If the comparison shows that all CTE programs at this school have either placements or a Zero Placement report, an email is sent to the CTE inbox screen. This screen message will appear on the computer:

2006 Placements:

Your Placement Survey Report data entry is complete.
An e-mail has been sent to Career and Technical Education at
CTEDataCollection@azed.gov regarding the completion of your 2006
Graduate Placement Reports.

No further action is needed. The data entry process may continue to add or modify placements and Zero Placement reports. The "Click Here When finished" button is a reminder button and can be used as often as needed. It is a tool to let schools and districts know if they are missing any programs in their placement reporting for which there is course enrollment.

Step 22   If the comparison shows that any program is missing placement information and does not have a Zero Concentrator Report, a message page will appear.

The message page lists programs missing required placement reports. Either:
- Click on the "Next" button at the bottom of the message to return to the placement list and Enter data for the missing placement records or
- Click on "Zero Placements" in the left margin and enter a Zero Placement Report, as appropriate to the circumstances of each program.

2006 Placements/Zero Placements
are missing for the following programs:

For 12-34-56-001 – SAMPLE SCHOOL	
Program CIP	**Program Description**
510800	Allied Health Services
520200	Business Mgmt & Admin Services
131220	Early Childhood Education
151200	Information Technology
430100	Law Public Safety and Security
521800	Marketing Management and Entrepreneurship
511600	Nursing Services

2006 Course Enrollment was received by CTE for the programs listed above. Please either:

- **Click on the "Next" button at the bottom of this message to return to the placement list and enter the missing placement records or**
- **Click on "Zero Placements" in the left margin and enter a Zero Placement Report, whichever is appropriate to the circumstances of each program.**

This step must be completed for each program to comply with the required reporting of Placement Performance information.

Note: The missing reports must be filed for each program to comply with the required reporting of placement survey information. A program becomes ineligible for funding if it fails to participate in the required placement reporting.

The message page provides additional information by listing any programs with no concentrators identified. If all programs have at least one concentrator identified, this list does not appear on the message page.

Identifying programs that are missing concentrators promotes awareness that these programs have zero performance on Performance Measure 5S1 Placement. Such conditions can affect program approvals.

Only Federal Records for CTE Concentrators are used in Calculating Performance Measure 5S1 Placement

Both federal Performance Measure 5S1 Placement and state placement funding measure what happens to CTE students after they graduate from high school. The two measure placement differently, using different groups of students and slightly different definitions.

Performance Measure 5S1 only includes federal records of CTE program concentrators. The performance measure counts any placement in school, military, or work as successful performance. For this reason, always report placements, whether or not the placement is related to the student's high school CTE occupational standards.

State Funding uses Federal and State Records but applies only to Related Placements

State placement funding includes either federal or state records of CTE completers and concentrators. As long as the placement is directly related to the student's high school CTE Career Preparation program standards, the student's placement earns state funding for the school or district.

Entering Duplicate Placement Records

Many schools have students who earn enough Carnegie units/credits to be a concentrator in more than once CTE program. The federal placement record is always the same concentrator record identified as federal when the concentrator record was entered the previous year.

It is possible to enter duplicate placement records for the same student, although only one placement record for each student is ever used in the placement performance measure calculation. A duplicate placement record entered for the same student is always designated a "state" record. Only one placement record for each student is ever used in the state placement funding calculation. The federal performance measure placement record and the state placement funding record will be for the same student, but each may report a different CTE program.

When the placement information is entered on the state record and there is no placement information entered on the federal record, the federal record automatically records the same type of placement (e.g. education, military or employed) as the state record. The federal record will count this placement in the placement performance measure calculation. The federal record is marked as "No," not related to the concentrator's high school CTE program

The Federal/State indicator appears as a column on the placement list.

2006 Graduate Placement Survey Forms

To complete Placement Information, click on Modify next to the appropriate Student Name.
Click here to Add to complete Placement Information for a student that does not appear in the listing.
When the Placement information is complete, the current date will appear in the Updated box.

When you are done entering all students,
Click Here When Finished:

Finish

*****Legend*****
TP = Tech Prep
F/S = Federal/State Record Indicator
C? = Completer?

Surveys for 12-34-56-001 - SAMPLE SCHOOL							+ **Add New Record**	
Last Name	**First Name**	**Program**	**TP**	**F/S**	**C?**	**Action**		**Updated**
Student	Joe	Accounting and Related Services		F	Y	View	Modify	2/2/2007
Student	Jill	Accounting and Related Services		F	Y	View	Modify	
Student	Jack	Heavy Equipment Operation		F	Y	View	Modify	

Process for Text File Placement Reports

Step 1 Acquire text file layout definitions for placement files at: http://www.ade.az.gov/cte/GrantsMIS/filelayout/CTEPlacement.asp.

Submitting data in text files requires the correct record format so local district information loads without errors into the ADE CTE Performance Measures Database.

Step 2 Review the text file layout definitions to determine whether the school or district data can meet the requirements.

Step 3 Inform CTE of the intention to submit text files. Since the local process of extracting or compiling placement information often requires coordinating between CTE staff and local Information Technology or MIS personnel, districts are encouraged to access the CTE Section GMIS staff for technical assistance well before the April 15 reporting deadline. Letters are sent annually in February or March to prospective districts intending to submit text files.

Step 4 Create the placement text file.

Step 5 By early June, include the school name in the subject line and email the placement file to ADE CTE at: CTEDataCollection@azed.gov.

Step 6 ADE CTE logs the receipt of the placement file and processes the file.

Step 7 ADE CTE sends a confirmation email informing the school or district of the number of valid placement records successfully loaded to CTE database and notes any errors.

Step 8 CTE faxes a placement error report to school or district. Error reports are generated if records in the text files do not load completely. These errors must be corrected and the text files re-formatted at the local school or district, re-sent to CTE, and re-loaded into the ADE CTE Performance Measures Database. Since this often involves discussions with local IT or MIS personnel, it is important that local staff is available and accessible during this phase and have not left for the summer break.

Step 9 Once all valid records are loaded, access the online system http://www.ade.az.gov/PerfMeasures/splash.asp.

The online system requires a district to Login with a unique CTE-assigned UserID and Password to the Performance Measures system. The online user manual for login is found at http://www.ade.az.gov/cte/DIG under "Logging into the System."

Step 10   Select "Placement," then "Plac Survey" on the left side of the page.
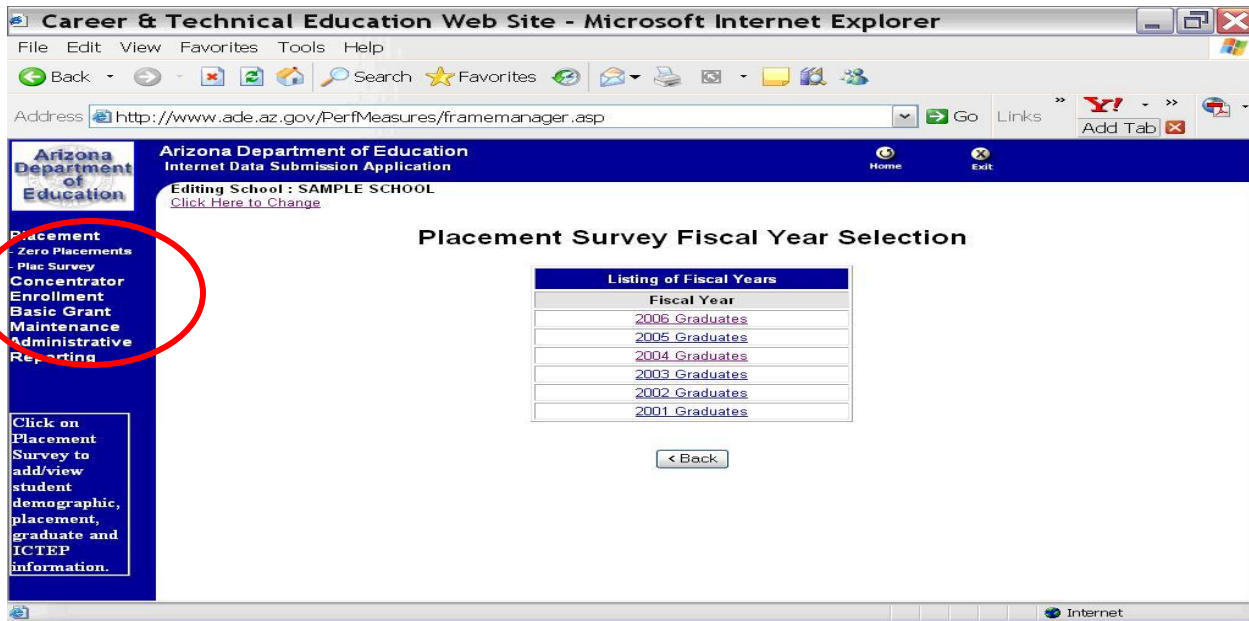
Step 11   Choose a school either by name from the drop down box or select a school CTDS from the drop down box. Every task during the login session will apply to this selected school, unless another school is selected.

Step 12   Confirm the system has responded with the school selected by checking the name in the upper left hand corner. If the selected school is incorrect, use either the "Click Here to Change" link or the "back" button to return to the school selection screen.

Step 13   Click on the current year at the top of the "Listing of Fiscal Years."
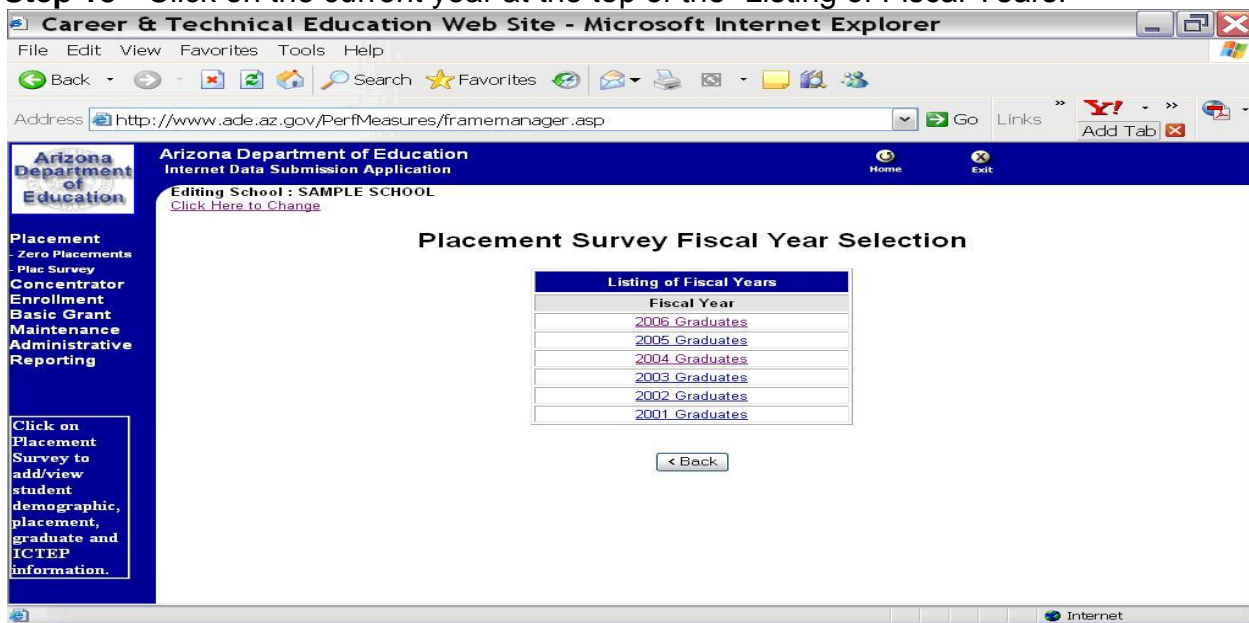
Step 14 Check for programs that are missing placements. **Click the Finish button** below the text "Click Here When Finished." The online tool for identifying missing placements and/or zero placement reports is available immediately when valid placement records are loaded into the online system. The district's placement information is expected to be accurate and complete by the April 15 reporting deadline.

2006 Graduate Placement Survey Forms

To complete Placement Information, click on Modify next to the appropriate Student Name.
Click here to Add to complete Placement Information for a student that does not appear in the listing.
When the Placement information is complete, the current date will appear in the Updated box.

When you are done entering all students,
Click Here When Finished:

Finish

Legend
TP = Tech Prep
F/S = Federal/State Record Indicator
C? = Completer?

Surveys for 12-34-56-001 - SAMPLE SCHOOL						+ Add New Record	
Last Name	**First Name**	**Program**	**TP**	**F/S**	**C?**	**Action**	**Updated**
Student	Joe	Accounting and Related Services		F	Y	View Modify	2/2/2007
Student	Jill	Accounting and Related Services		F	Y	View Modify	

Clicking the "Finish" button will cause the programs in the school's current year course enrollment to be compared to programs in the placement list.

If the comparison shows that all CTE programs at this school have either placements or a Zero Placement Report, an email is sent to the CTE inbox screen. This screen message will appear on the computer for the correct year. For example, in 2006 this message would appear:

2006 Placements:
Your Placement Survey Report data entry is complete.
An e-mail has been sent to Career and Technical Education at
CTEDataCollection@azed.gov regarding the completion of your 2006
Graduate Placement Reports.

No further action is needed. Data entry may continue to add or modify placements and zero Placement Reports, even though the initial list was added with a text file. The school or districts can continue to add or modify records using the online system until the reporting deadline of April 15. The "Finish" button is a reminder button and can be used as often as needed. It is a tool to let schools and districts know if they are missing any programs in their placement reporting for which there is course enrollment.

Step 15 If the comparison shows that any program is missing placement information and does not have a Zero Placement Report, a message page will appear. The message page lists programs missing required placement reports. Either:

Click on the "Next" button at the bottom of the message to return to the placement list and Enter data for the missing placement records

or

Click on "Zero Placement" in the left margin and enter a Zero Placement Report, as appropriate to the circumstances of each program.

2006 Placements/Zero Placements
are missing for the following programs:

For 12-34-56-001 – SAMPLE SCHOOL	
Program CIP	**Program Description**
510800	Allied Health Services
520200	Business Mgmt & Admin Services
131220	Early Childhood Education
151200	Information Technology
430100	Law Public Safety and Security
521800	Marketing Management and Entrepreneurship
511600	Nursing Services

2006 Course Enrollment was received by CTE for the programs listed above. Please either:

- **Click on the "Next" button at the bottom of this message to return to the placement list and enter the missing placement records or**
- **Click on "Zero Placements" in the left margin and enter a Zero Placement Report, whichever is appropriate to the circumstances of each program.**

This step must be completed for each program to comply with the required reporting of Placement Performance information.

Note: The missing reports must be filed for each program to comply with the required reporting of placement performance information. Programs must participate in the required placement reporting process to remain eligible for funding.